**LEAP – Policy Development Initiative**
Sustainable Production and Consumption
Overview & Schedule | June 2019

1. **Background**
This initiative grew out of the desire of the Gulbenkian Sustainability Program to support better public policies related to Sustainable Production and Consumption, one of its key areas. The Calouste Gulbenkian Foundation believes that LEAP can contribute to improve the capacity of various professionals to inform public policy related to this theme, and to enable a wider discussion on evidence-informed policy-making in Portugal.

2. **LEAP: Aim, Objectives and Elements**
LEAP aims to:

- To develop a new cadre of young to mid-career professionals committed to a sustainability agenda and with the skills and insight to effectively engage and advocate at the policy level;
- To build a cadre of professionals from across the sectors (academia, civil servants, civil society) who can produce and appreciate the need for participative, evidence informed policy decision-making;
- To empower professionals to bridge their new policy skills and insights into their institutions and sectors;
- To start a bigger conversation in Portugal on promoting an enabling environment for more open, participative and evidence-informed policymaking.

3. **LEAP: Elements and Timeline**
LEAP is a 10-month long program that will support participants to build their skills and insights on policy development and empower them to better engage the process in the future. Through the programme, participants will work on their own policy research project and be supported and mentored in a step by step manner through the process of research, analysis/writing and advocacy. The support programme consists of 3 policy development-oriented workshops and a process of drafting and mentoring in which participants apply their knowledge to their own project – producing several outputs instrumental to their policy goals – and sharpen their soft skills to increase their future impact.

LEAP is divided into stages, as outlined below:

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<th>1. Application &amp; Needs Assessment stage</th>
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<tr>
<td>1.1 LEAP Launch Event &amp; Call for Applications released</td>
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<td>1.2 Needs Assessment Questionnaire &amp; Focus Groups</td>
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<td>1.3 Submit Applications (CVs, Research Outline, Letter of Support from Employer &amp; Statement of Intent/Motivation)</td>
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<td>1.4 20-22 LEAP Candidates selected &amp; informed</td>
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<th>2. Competitive LEAP Participant selection stage</th>
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<tr>
<td>2.1 LEAP Orientation (1-day)/Policy Research Design Workshop for up to 22 LEAP Candidates (2-days)</td>
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2.2 Candidates submit and get feedback on 1st draft policy research proposal (feedback on 22 draft proposals) | Sep/Oct (early) 2019
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2.3 Candidates submit final draft of research proposal & 12-15 Participants selected | Oct 2019 (End)
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2.4 Defining soft skills training tailor-made to the group of 12-15 LEAP Participants | October 2019
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### 3. Policy research, analysis & writing stage

| 3.1 | Research stage – 12-15 Participants begin their research (3.5 months) | Nov 2019 – Feb 2020
| 3.2 | 1st soft skills training session (tbc) | Dec 2019
| 3.3 | Fellows submit 1st draft Policy Study (ICPA mentors prepare feedback on 12-15 policy studies) | Jan 2020 (Late)
| 3.4 | Workshop on policy writing and analysis (3-days) & ICPA feedback tutorial on 1st draft study (1-day) | 4-7 Feb 2020
| 3.5 | Analysis, writing and options development stage (2 months) | Mid Feb – mid April 2020
| 3.6 | 2nd soft skills training session (tbc) | April 2020
| 3.7 | Participants submit 2nd draft Policy Study with Outcomes Matrix tool | April 2020 (Mid)
| 3.8 | ICPA provides feedback on 2nd draft Policy Study (written feedback on 12-15 policy studies and skype tutorials to talk through) | May 2020 (Early)

### 4. Advocacy development stage

| 4.1 | Participants submit 1st draft Policy Brief | May 2020 (Late)
| 4.2 | Policy Advocacy Workshop (2-days) & ICPA feedback tutorial on 1st draft brief (1-day) & Stakeholder Sounding Boards (1-day) | 2-5 June 2020
| 4.3 | Participants submit completed Policy Brief & associated advocacy plan | June 2020 (End)
| 4.4 | Participants submit completed Policy Study | June 2020 (End)

### 5. Closing/opening event

| 5.1 | LEAP – Policy Development Initiative: Sustainability Conference (1-day event) | July 2020

### Time commitment

- Average 1-day work per week
- 3 policy development workshops, 3 days each
- 2 soft skills training sessions, 1-2 days each
- Final 1-day conference

### Expected outputs

- 1 policy research proposal
- 1 policy study/paper
- 1 policy brief
- 1 advocacy plan

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1 For civil servants, it can be replaced by a public participation plan for a transparent, evidence-informed policy decision-making process.